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AUTHOR Blumner, Ellen; And Others
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ABSTRACT

This learning module was developed during a project to deliver workplace literacy instruction to individuals employed in the more than 50 businesses related to the activities of the Port of Baltimore. It contains a sample of individual lessons that the project instructors used in individualized tutorial sessions with students working on reading, writing, and math skills. The module is divided into seven sections on the following topics: solving word problems in mathematics; using measurement; completing a port insurance worksheet; using coherent sentence structure; avoiding jargon in writing; developing reading comprehension skills; and developing the technical reading skills required to read graphs, charts, and maps. Each section includes objectives, procedures, student handouts, learning activities/problems, and answer sheets. (MN)

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ED 381 654

Individual Skill Lessons

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**By Ellen Blumner,
Kathryn Janiszewski,
and Cathy Permut**

**Port of Baltimore Workplace Skills
Development Project**

CE 067 752

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Course

A large part of the work we engaged in through our grant involved working with students on a tutorial basis. In this work, the instructor and student would cooperatively set up an individualized learning plan for the student, based on his or her articulated goals. The sessions ranged from one to two hours, once or twice a week, after work or during the lunch hour.

Typically, students worked with tutors on reading, writing and math skills. We have included a sample of some individual lessons developed by our instructors and used in their tutorial work. They include the following:

1. Solving word problems in mathematics
2. Using measurement
3. Port insurance worksheet
4. Coherent sentence structure
5. Jargon in writing
6. Reading comprehension
7. Technical reading skills: graphs, charts, maps

Solving Word Problems in Mathematics

Objectives:

1. Review how to solve word problems, using the worksheet which describes the rule of apples and oranges.

2. Apply the rules of solving word problems to whole number word problems, fraction word problems, and decimal word problems.

Procedures:

1. Study the worksheet which follows to see how it applies to word problems.

2. Solve the whole number, fraction and decimal word problems which follow.

Solving Word Problems

Rule: **APPLES and APPLES**

When the items are the same, you will either add or subtract.

ADD if you want MORE

Bob used 4 cups of sugar for the cookies and 3 cups of sugar for a cake he made. How much sugar did he use altogether?
(Say to yourself, "I am putting together two items which are the same: cups of sugar. So I add.")

SUBTRACT if you want LESS

Martha is 5 feet 10 inches tall; Jill is 5 feet 3 inches. How much taller is Martha than Jill?
(Say to yourself, "Am I making a comparison of two things which are alike? Yes, height compared to height, so this is subtraction.")

Words suggesting **ADDITION**:

sum	how much
total	how many
combined	more
altogether	added to
increased by	

Words suggesting **SUBTRACTION:**

how much less	remains
how much more	fewer
difference	left
decreased by	net
compared to	

Rule: **APPLES and ORANGES**

When the items are different, you will either multiply or divide.

MULTIPLY if you want MORE

Jean worked 12 hours last week. She makes $7.00 per hour. How much was her pay check last week?
(Say to yourself, "Will my answer be larger than $7.00 or 12 hours?" Since the answer is yes, you will multiply.)

DIVIDE if you want LESS

Jeff drove 275 miles in 5 hours. How many miles is this in one hour?
(Say to yourself, "I have miles and hours and the question asks for one hour at the end. This means I divide.")

Words suggesting **MULTIPLICATION**

how much	of
how many	what part of
What fraction of	times
at	

Words suggesting **DIVISION:**

divide	each
what fraction of	per
share	split
average	cut

Word Problems

1. Attendance at a four-day basketball tournament was Thursday, 2,640; Friday, 2,873; Saturday, 2,892; and Sunday, 2,916. What was the total attendance at the tournament?

2. A pair of boots on sale were marked down from $30.00 to $21.95. How much is saved by buying the boots on sale?

3. In Midvale, Iowa, the average annual income for a family with two people working is $15,237. For families in which only one person is working, it is $11,418. How much more do families with two people working make?

4. The weights of five boxes ready for shipment are 56 pounds, 89 pounds, 90 pounds, 112 pounds, and 133 pounds. What is their combined weights?

5. In Phoenix, Arizona, the lowest temperature on record is 16; the highest temperature on record is 118. What is the difference between the highest and lowest temperatures?

6. When Carmen and Julio went out to eat, they had a pizza for $8.50, two salads for $1.20 each, two beers for $1.50 each; they paid $.70 in tax and left a $2.40 tip. How much change will they get from a $20 bill?

7. A trucker drove from Cincinnati to Columbus, which is 108 miles; then he went from Columbus to Cleveland, which is 144 miles. How far did he drive that day?

8. If a car averages a speed of 53 miles per hour, how far can it go in 4 hours?

9. Doreen saved $936 in one year. What was the average amount she saved each week? (One year contains 52 weeks.)

10. The packer in the shipping department of a book company can pack 36 copies of a new book in one carton. If he has 27,072 books to pack, how many cartons will he need?

11. The Uptown Theater has 43 rows of seats. Each row contains 57 seats. How many seats are there in the theater?

12. Mr. and Mrs. Foote made a down payment of $2,850 on a $29,500 house. What is the balance left to pay on the house?

13. Mr. Torres worked 8 hours overtime last week. If he made $11.25 for each hour of overtime, how much was he paid for his overtime work?

14. On a certain map, one inch is equal to 35 miles. How many inches apart on the map are two cities that are actually 455 miles apart?

15. Tim spent $474.50 for cigarettes last year. What was the average amount he spent each day? (1 year = 365 days)

16. If there are 5,280 feet in one mile, how many feet are there in 23 miles?

Easier Fraction Word Problems

1. Hank, the center on the basketball team, is 67 ½ inches tall. His rival for the position is 65 ¼ inches tall. How much taller is Hank?

2. Ricky is expected to do 5 hours overtime per week. Monday he worked 1 ¼ hour over, Tuesday ¾ hour, Wednesday ½ hour. On Thursday he didn't do any overtime. On Friday he put in 1 ½ hours. Has he made the required total this week?

3. John and his father decided to wallpaper their hobby room. They estimated each of the 4 walls would require the following amounts of wallpaper: 2 ½ rolls, 3 ⅝ rolls, 1 ¾ rolls and 2 ⅔ rolls. How many rolls will they need for the room?

4. Helen sells eggs during the summer. She sold 12 ½ dozen the first week, 9 ¼ dozen the second week and 11 ¾ dozen the third week. How many dozen eggs must she sell the fourth week in order to have sold 50 dozen at the end of 4 weeks?

5. George bought a 3 ¼ horsepower outboard motor for his boat. Harry had a 7 h.p. motor while Jim was using a 10 ½ h.p. motor. How much greater was Harry's motor than George's?

6. Lucy is taking an overseas flight. She has a 66 pound weight limit for luggage. Her large bag weighs 27 ⅜ pounds and her small one weighs 12 ¾ pounds. How many more pounds could she take on the flight in her luggage?

7. Henry and Joe went fishing and Henry caught a bass weighing 6 ⅜ pounds. Joe caught one that weighed 8 ¼ lb. By how many pounds was Joe's fish heavier than Henry's?

8. John has a 14 foot board from which he is cutting shelves for his bookcase. Each shelf is to be 2 ⅓ feet long. How many shelves will he get from this board?

9. After 12 gallons of gas were put into an empty gas tank, the needle indicated it was two thirds full. What is the full capacity of this tank?

10. At a supermarket a 5 ½ pound chicken costs $2.30. How much did this chicken cost per pound?

11. On a business trip, Mark traveled 152 miles in 3 hours and 10 minutes. What was the average speed per hour? (HINT: Change minutes to a fraction of an hour, using the number 60.)

12. How many steel screws each ⅛ inch apart will fit on a metal fastener which is 3 ½ inches long?

13. One half of a birthday cake was divided among five people. What part of the cake did each one get?

14. Martin is building a boat which will have 60 feet of molding trim. He figures the screws will be placed every ¾ of a foot. How many screws will he need?

15. A camera was sold for $45. The ad said this was ¾ of its regular price. What was the regular price?

16. A lumber dealer knows that each of the plywood boards he is piling up to a height of 9 ¾ feet are ⅛ of a foot thick. How many boards are in this pile?

17. The screws on a 9 inch bracket must be placed ⅜ of an inch apart. How many screws will be used?

DECIMAL WORD PROBLEMS

1. Thursday Jack drove 278.5 miles; Friday he drove 243.7 miles; Saturday he drove 386 miles; and Sunday he drove 291.8 miles. What was his average distance driven per day?

2. One pound is equal to 0.45 kilograms. Find the weight in kilograms of a person who weighs 160 pounds.

3. Aldo welded together pieces of pipe that were 25.6 inches long, 19.8 inches long, and 31.5 inches long. How long was the pipe made of the three welded parts?

4. From a board that was 2 meters long, Colin cut off a piece 1.67 meters long. How long was the piece he had left?

5. If a cubic foot of water weighs 62.5 pounds, what is the weight of 16 cubic feet of water.

6. If 3.5 yards of material cost $16.80, what is the price of one yard of the material?

7. If the price of a gallon of gasoline rises from 64.8 cents to 71.2 cents, how much of a rise is this?

8. The metal platform of a bridge that is 124.2 meters long in the summer shrinks by 1.05 meters in the winter. How long is the bridge platform in the winter?

9. One mile is equal to 1.6 kilometers. How many kilometers are there in 25 miles?

10. Find the total weight of three packages that weigh 4.2 kilograms, 2.37 kilograms, and .45 kilograms.

ANSWERS to WORD PROBLEMS

WHOLE NUMBERS

1. 11,321
2. $8.05
2. $3,819
4. 480 pounds
5. 102°
6. $3.00 change
7. 252 miles
8. 212 miles
9. $18
10. 752 cartons
11. 2451 seats
12. $26,650
13. $90
14. 13 in.
15. $1.30
16. 121,440 ft.

FRACTIONS

1. 2 ¼ inches
2. No
3. 10 13/24 or 11 rolls
4. 17 ½ dozen eggs
5. 3 ¾ h.p.
6. 25 ⅞ pounds
7. 1 ⅞ pounds
8. 6 shelves
9. 18 gallons
10. 23/55 or 42 ¢
11. 48 mph
12. 28 screws
13. one-tenth
14. 80 screws
15. $60
16. 78 boards
17. 24 screws

DECIMALS

1. 300 miles per day
2. 72 kilograms
3. 76.9 in. or 6 ft 4.9 in.
4. 0.32 meters
5. 1000 lb.
6. $4.80
7. 6.4 ¢
8. 123.15 meters long
9. 40 kilometers
10. 7.02 kgs.

Using Measurements

Objectives:

1. Participants will be reminded of the method for changing measuring units from one to another. A table of measures will be provided.

2. Participants will apply this knowledge to word problems involving measurement.

Procedures:

1. Participants will do the following worksheets after class discussion of the principles involved in manipulating measurements.

Table of U.S. Measures

Measures of Length	**Liquid Measures**
1 foot (ft) = 12 inches (in) 1 yard (yd) = 36 inches 1 yard = 3 feet 1 miles (mi) = 5280 feet 1 miles = 1760 yards	1 pint (pt) = 16 ounces (oz) 1 cup = 8 ounces 1 pint = 2 cups 1 quart (qt) - 2 pints 1 gallon (gal) = 4 quarts
Measures of Time	**Measures of Weight**
1 minutes (min) = 60 seconds (sec) 1 hour (hr) = 60 minutes 1 day = 24 hours 1 week (wk) = 7 days 1 year (yr) = 365 days and approximately 52 weeks	1 pound (lb) = 16 ounces (oz) 1 ton (T) = 2,000 pounds

Larger to smaller ☞ multiply

4 quarts = _____ pints

5 gallons = _____ quarts

300 minutes = _____ seconds

5 hours = _____ minutes

6 days = _____ hours

6 weeks = _____ days

4 years = _____ weeks

2 years = _____ days

10 feet = _____ inches

15 yards = _____ feet

10 miles = _____ feet

Smaller to larger ☞ divide

16 pints = _____ quarts

12 quarts = _____ gallons

300 seconds = _____ minutes

150 minutes = _____ hours

54 hours = _____ days

22 days = _____ week

500 days = _____ years

30 inches = _____ feet

36 feet = _____ yard

2640 feet = _____ miles

Measurement Practice

Remember to change the final answer to the largest units possible.

1. 5 wk. 4 da. 1 pt. 10 oz.
   6 wk. 6 da. 3 pt. 15 oz.
   +4 wk. 5 da. +4 pt. 12 oz.

2. 5 da. 11 hr. 8 min. 25 sec.
   -3 da. 18 hr. -2 min. 53 sec.

3. 2 gal. 5 qt. 18 yd. 2 ft.
   x 6 X 7

4. 8 lb. 4 oz. ÷ 6 = 12 T. 300 lb. ÷ 9 =

5. For a party, Hal added 4 gal 2 qt of fruit juice to 3 gal 3 qt of ginger ale. If the punch bowl holds 10½ gallons of liquid, what is the greatest amount of lemonade he can add without causing the bowl t overflow?

6. Jessica completed 1 day 12 hours and 30 minutes of a train trip which is supposed to take 3 days 10 hours and 15 minutes. How much longer can she expect to be on the train?

7. Mrs. Arthur bought 1 lb 9 oz of shrimp for a dinner party. If there are 5 people eating, how much shrimp will each person get?

8. Will had a rope measuring 8 yd 2 ft 8 in. First, he cut off a piece that was 1 yd 2 ft 10 in long; then he divided the remaining rope into five even pieces. How long is each of the remaining pieces?

9. At a price of $3.60 a pound, how much do 2 pounds and 4 ounces of cheese cost?

10. A group of neighbors cooked 130 quarts of tomatoes. They wanted to can them in gallon jars. How many gallon jars did they need for the canning?

ANSWERS

Larger to smaller ☞ multiply

4 quarts = 8 pints

5 gallons = 20 quarts

300 minutes = 18,000 seconds

5 hours = 300 minutes

6 days = 144 hours

6 weeks = 42 days

4 years = 208 weeks

2 years = 730 days

10 feet = 120 inches

15 yards = 45 feet

10 miles = 52,800 feet

Smaller to larger ☞ divide

16 pints = 8 quarts

12 quarts = 3 gallons

300 seconds = 5 minutes

150 minutes = 2 ½ hours

54 hours = 2 ¼ days

22 days = 3 1/7 or 3.14 week

500 days = 1.37 years

30 inches = 2.5 or 2 ½ feet

36 feet = 12 yard

2640 feet = 0.5 or ½ miles

Measurement Practice ANSWERS

Remember to change the final answer to the largest units possible.

1. 5 wk. 4 da. / 6 wk. 6 da. / +4 wk. 5 da. / **17 wk. 1 da**

   1 pt. 10 oz. / 3 pt. 15 oz. / +4 pt. 12 oz. / **10 pt. 5 oz.**

2. 5 da. 11 hr. / -3 da. 18 hr. / **1 da. 17 hr.**

   8 min. 25 sec. / -2 min. 53 sec. / **5 min. 32 sec.**

3. 2 gal. 5 qt. / x 6 / **19 gal. 2 qt.**

   18 yd. 2 ft. / X 7 / **16 yd. 2 ft.**

4. 8 lb. 4 oz. ÷ 6 = **1 lb. 6 oz.**

   12 T. 300 lb. ÷ 9 = **1 T. 700 lb.**

5. For a party, Hal added 4 gal 2 qt of fruit juice to 3 gal 3 qt of ginger ale. If the punch bowl holds 10½ gallons of liquid, what is the greatest amount of lemonade he can add without causing the bowl to overflow? **2 gal. 1 qt. of lemonade**

6. Jessica completed 1 day 12 hours and 30 minutes of a train trip which is supposed to take 3 days 10 hours and 15 minutes. How much longer can she expect to be on the train? **1 day 21 hr. 45 min.**

7. Mrs. Arthur bought 1 lb 9 oz of shrimp for a dinner party. If there are 5 people eating, how much shrimp will each person get? **5 oz. shrimp each**

8. Will had a rope measuring 8 yd 2 ft 8 in. First, he cut off a piece that was 1 yd 2 ft 10 in long; then he divided the remaining rope into five even pieces. How long is each of the remaining pieces? **1 yd. 1 ft. 2 in.**

9. At a price of $3.60 a pound, how much do 2 pounds and 4 ounces of cheese cost? **$8.10**

10. A group of neighbors cooked 130 quarts of tomatoes. They wanted to can them in gallon jars. How many gallon jars did they need for the canning? **32 gal. jars and 2 qts. left over, so 33 jars if all gallons desired**

A Port Insurance Worksheet

Objectives

1. To show participants an actual worksheet from a Port of Baltimore business, in this case one employing 1994 insurance rates in the shipping business.

Procedures

1. Instructor will review principles of percentages if necessary.

2. Instructor will remind students of method for using calculator on problems of this type: number being multiplied entered first; multiplication sign hit; number of percentage entered; percent sign hit; no use of equal sign.

3. Participants will go through the worksheet with the figures given. A set of answers that has been worked out is included.

Insurance Premium Computation

A. Cost of Merchandise _____

B. Charges

Inland Frt _____

Pier _____

Ocean Frt _____

Consul fees _____

Fwd sv fees _____

Other _____

B. subtotal of charges _____

C. Add A + B = _____

D. Multiply C by 110% PUT NEW TOTAL HERE _____

E. Find estimated insurance premium

For example, if rate is 25¢ per $100, multiply D by 0.25%
If the rate is 10¢ per $100, multiply D by 0.10%

Multiply E times D _____

F. Multiply E by 10% = _____, **then ADD E + F =** _____

G. Add F (total from line above) to D = _____

H. Round the figure in G to the next HIGHER $100 _____

TO CHECK YOUR WORK

I. Take H, multiply by insur prem rate (E) _____

J. FINAL CIF/ Cost & Freight (Add C + I) _____

K. (double check) multiply J times 110% _____

(This figure must be less than H. And the difference between H and K must be less than $100.)

INSURANCE PREMIUM PROBLEMS

Example:

Merchandise	$50,000
Ocean Freight	$200
Other	$400

See answer sheet following

1.

Merchandise	$493,276
Inland Freight	$5000
Pier	$6127
Other	$647

2.

Merchandise	$222,000
Inland Freight	$5,000
Pier	$6,124
Other	$550

Insurance Premium Computation Answers - Example

A. Cost of Merchandise $50,000

B. Charges

Inland Frt _____

Pier _____

Ocean Frt 200

Consul fees _____

Fwd sv fees _____

Other 400

B. subtotal of charges 600

C. Add A + B = 50,600

D. Multiply C by 110% PUT NEW TOTAL HERE 55,660

E. Find estimated insurance premium

For example, if rate is 25¢ per $100, multiply D by 0.25%
If the rate is 10¢ per $100, multiply D by 0.10%

Multiply E times D 139.15

F. Multiply E by 10% = 13.92 **, then ADD E + F =** 153.07

G. Add F + D = 55,813.07

H. Round the figure in G to the next HIGHER $100 55,900

TO CHECK YOUR WORK

I. Take H, multiply by insur prem rate (E) 139.75

J. FINAL CIF/ Cost & Freight (Add C + I) 50,739.75

K. (double check) multiply J times 110% 55,813.73

(This figure must be less than H. And the difference between H and K must be less than $100.)

INSURANCE PREMIUM PROBLEMS - ANSWERS

1.

Merchandise	$493,276
Inland Freight	$5000
Pier	$6127
Other	$647

Ans.: E. 1388.89
H. 557,000

2.

Merchandise	$222,000
Inland Freight	$5,000
Pier	$6,124
Other	$550

Ans.: E. 642.60
H. 257,800

Coherent Sentences

Objectives

1. To teach participants rules for parallelism.

2. To provide practice sentences to try out these rules.

Procedures

1. Participants will discuss the rules which follow.

2. Participants will try the sentences which follow as their own practice of the rules. The instructor will provide the answers and explanations.

Sentence Shifts

Shifts in point of view damage coherence. If you begin a sentence or paragraph with one subject or person, don't shift courses.

Shift in person — When **you** finish a great book, one will have a sense of achievement.

Correct — When **you** finish such a great book, **you** will have a sense of achievement.

Shift in number — **One** should sift the flour before **they** make the pie.

Correct — **One** should sift the flour before **one** makes the pie.
(Or better: Sift the flour before making the pie.)

Do not begin a sentence in the active voice and then shift to the passive voice.

Shift in voice — **He delivered** the plans for the apartment complex, and the building site **was also inspected by him.**

Correct — **He delivered** the plans for the apartment complex and also **inspected** the building site.

Do not shift tenses without good reason.

Shift in tense — She **delivered** the blueprints, **inspected** the foundation, **wrote** her report, and **takes the afternoon off.**

Correct — She **delivered** the blueprints, **inspected** the foundation, **wrote** her report, and **took** the afternoon off.

Do not shift from one mood to another (e.g., from imperative to indicative mood in a set of instructions).

Shift in mood — **Unscrew** the valve and then steel wool **should be used** to clean the fitting.

Correct — **Unscrew** the valve and then **use** steel wool to clean the fitting.

Do not shift from indirect to direct discourse within the same sentence.

Shift in discourse — Jim wonders **if he will get the job** and **will he like it?**

Correct — Jim wonders **if he will get the job** and **if he will like it.**
(Or better: Will Jim get the job, and will he like it?)

Practice with Sentence Shifts

Correct the following sentences for the faults noted on the previous page.

1. Sarah Fields is a structural engineer and she was completing an inspection of the Winisk River dam site and then she was going to the Northern Ontario Projection next.

2. Calvin and Calvin Associates were wondering if they would do some work for the city and did they lose the last contract they bid on?

3. Boats with too much horsepower should be banned from our lakes; precious fossil fuels could be saved in this way and you would then hear less noise and not have so much water pollution.

4. I am employed at the Food Mart and I was pricing all the items on the shelves and my job is to operate the cash register. Plus the shelves are stocked by me.

5. An out-of-court settlement of the discrimination suit filed by Marjorie Kramer has been agreed to by Morton Industries, but no one is disclosing the amount of the settlement.

6. We will use the new plant in 1998 and the old plant was converted into a warehouse.

7. A very effective sales letter was written by Paul Mendleson, which letter will be mailed out next week.

8. You failed to verify the figures on the quarterly report, so $5,500 will be lost by the company.

9. Cities often use tax incentives to stimulate the growth it needs to generate jobs.

10. The student reads the chapter, but then they were not able to answer the questions.

Practice with Sentence Shifts ANSWERS

Correct the following sentences for the faults noted on the previous page.

1. Sarah Fields is a structural engineer and she was completing an inspection of the Winisk River dam site and then she was going to the Northern Ontario Projection next.
   Sarah Fields, a structural engineer, completed an inspection of the Winisk River dam site and went next to the Northern Ontario project.

2. Calvin and Calvin Associates were wondering if they would do some work for the city and did they lose the last contract they bid on?
   Calvin and Calvin Associates hoped to do work for the city and to win the last contract they bid on.

3. Boats with too much horsepower should be banned from our lakes; precious fossil fuels could be saved in this way and you would then hear less noise and not have so much water pollution.
   If boats with horsepower exceeding 50 mph were banned from our lakes, fossil fuel would be saved and noise and water pollution would be lessened.

4. I am employed at the Food Mart and I was pricing all the items on the shelves and my job is to operate the cash register. Plus the shelves are stocked by me.
   I work at Food Mart pricing items, operating the cash register and stocking the shelves.

5. An out-of-court settlement of the discrimination suit filed by Marjorie Kramer has been agreed to by Morton Industries, but no one is disclosing the amount of the settlement.
   Marjorie Kramer and Morton Industries have agreed on an out-of-court settlement of her discrimination suit for an undisclosed amount.

6. We will use the new plant in 1998 and the old plant was converted into a warehouse.
   In 1998, we will begin using the new plant; the old plant will become a warehouse.

7. A very effective sales letter was written by Paul Mendleson, which letter will be mailed out next week.
Paul Mendleson wrote an effective sales letter, which will be mailed next week.

8. You failed to verify the figures on the quarterly report, so $5,500 will be lost by the company.
Since you didn't verify the quarterly report figures, the company will lose $5,500.

9. Cities often use tax incentives to stimulate the growth it needs to generate jobs.
Cities often use tax incentives to stimulate the growth they need.

10. The student reads the chapter, but then they were not able to answer the questions.
The students read the chapter, but they are unable to answer the questions which follow it.

Jargon and Clutter

Objectives

1. To explain what makes a sentence clear and concise.

2. To give practice at removing jargon, repetition, cliches and passive voice from sentences.

Procedures

1. Students will try the exercises provided.

2. Students will compare their answers with the answers given.

Poorly Written Sentences

The following sentences need to be rewritten to eliminate passive voice or repetition or awkwardness.

1. It is believed by us that this contract is faulty.

2. Hard hats should be worn at all times on this job.

3. A tornado was destroying our brand new tractor.

4. It was decided not to accept your invitation.

5. He is a man who works hard.

6. I am aware of the fact that Sam is a trustworthy person.

7. I have admiration for Professor Jones.

8. I'll meet you in the downtown area of the city.

9. In the event that you need help, call me.

10. I consider George to be a talented manager.

11. Smoking of cigarettes is considered by many people to be the worst habit of all habits of human beings.

12. We request the formation of a committee of students for the review of grading discrepancies.

13. I am not unappreciative of your help.

14. Actually, I am very definitely interested in this position.

15. This writer desires to be considered for a position with your company.

16. At this point in time, we cannot agree to your terms.

17. Please refund our full purchase expenditure in view of the fact that the typewriter is defective.

18. There are several banks that can be contacted in terms of obtaining a business loan.

19. Prior to this time we have had no such equipment failure.

20. A good writer is cognizant of how to utilize grammar in a correct fashion.

21. It was decided to terminate your employment.

22. She expropriated company funds.

23. In order to optimize our financial return, we should prioritize our investments.

24. Timewise, the construction schedule is not viable.

Sentences Needing Revision

1. **Short and Simple Words**

The consultant demonstrated how our aggregate remuneration might be ameliorated by modifications in our propensities to utilize credit for compensating for services. She also endeavored to ascertain which of our characteristics were analogous to those of other entities for which she had fabricated solutions. She recommended we commence to initiate innumerable modifications in our procedures to increase cash flow, which she considers indispensable for facilitating increased corporate health.

2. **Specific and Concrete Words**

In an effort to stimulate sales, Mallmart is lowering prices substantially on its line of consumer items. Sometime soon, it will close most of its stores for several days to provide store personnel time to change prices. Markdowns will range from very little on its line of laundry equipment to a great deal on certain sporting equipment. Mallmart plans to rely on advertising to let people know of these price reductions. In particular, it is considering using a popular television star to publicize the new pricing strategy.

3. **Cliches, Slang, and Buzz Words**

At that point in time the corporate brass were under the gun; they decided to bite the bullet and let the chips fall where they may. They hired a head honcho with some street smarts who would be able to interface with the investment community. Financewise, the new top dog couldn't be beat. He was hard as nails and developed a scenario that would have the company back on its feet within six months. Now it was up the team players to operationalize his plans.

4. **Conciseness**

In spite of the fact that MBE denied wrongdoing, it agreed to a settlement of the patent suit for a price of $6.3 million. Industry sources were surprised at the outcome because the original patent had depreciated in value. In addition to the above, MBE also made an agreement to refrain from the manufacture of similar computers for a period of five years in length. It appears that with the exception of Emerson's new introductions, innovations in workstations will be few in number during the next few years.

5. **Positive Language**

We cannot issue a full refund at this time because you did not enclose a receipt or an authorized estimate. I'm sorry that we will have to delay your reimbursement. We are not like those insurance companies that promise you anything but then disappear when you have a claim. As soon as we receive your receipt or estimate, we will not hold up your check. Our refusal to issue reimbursement without proper supporting evidence means that we do not have to charge you outlandish premiums for your automobile insurance.

Gobbledygook Proverbs

Can you translate the following?

1. Aqueous fluids exhibiting nonagitated surfaces extend downward to a considerable depth.

2. It is recommended that you avoiding shedding drops of liquid secreted by lachrymal glands merely because some lacteal fluid has been allowed to dissipate itself upon the ground.

3. Concrete mineral matter moving forward with a revolving motion fails to collect an accretion of bryophytic plants.

4. The actual living through or participation in events is likely in the long run to provide incomparable instruction.

ANSWERS TO POOR SENTENCES

1. It is believed by us that this contract is faulty.
   We believe the contract is faulty.

2. Hard hats should be worn at all times on this job.
   Always wear hard hats on the job.

3. A tornado was destroying our brand new tractor.
   A tornado destroyed our new tractor.

4. It was decided not to accept your invitation.
   We decided not to accept your invitation.

5. He is a man who works hard.
   He works hard.

6. I am aware of the fact that Sam is a trustworthy person.
   I know that Sam is trustworthy.

7. I have admiration for Professor Jones.
   I admire Professor Jones.

8. I'll meet you in the downtown area of the city.
   I'll meet you downtown.

9. In the event that you need help, call me.
   If you need help, call me.

10. I consider George to be a talented manager.
    I consider George a talented manager.

11. Smoking of cigarettes is considered by many people to be the worst habit of all habits of human beings.
    Many people consider smoking cigarettes the worst of human habits.

12. We request the formation of a committee of students for the review of grading discrepancies.
    We request the formation of a student committee to review grading discrepancies.

13. I am not unappreciative of your help.
    I appreciate your help.

14. Actually, I am very definitely interested in this position.
I am interested in this position.

15. This writer desires to be considered for a position with your company.
I desire a position with your company.

16. At this point in time, we cannot agree to your terms.
Currently, we cannot agree to your terms.

17. Please refund our full purchase expenditure in view of the fact that the typewriter is defective.
Please refund the full price of the typewriter since it is defective.

18. There are several banks that can be contacted in terms of obtaining a business loan.
Contact several banks to obtain a business loan.

19. Prior to this time we have had no such equipment failure.
Before now, the equipment worked well.

20. A good writer is cognizant of how to utilize grammar in a correct fashion.
A good writer knows how to use grammar correctly.

21. It was decided to terminate your employment.
We decided to fire you.

22. She expropriated company funds.
She stole company funds.

23. In order to optimize our financial return, we should prioritize our investments.
To make more money, we should decide how to invest.

24. Timewise, the construction schedule is not viable.
We cannot keep the agreed construction schedule.

ANSWERS

Sentences Needing Revision

1. The consultant demonstrated that our income might improve if we used less credit. After comparing our company to others, she recommended changes in our procedures that would improve corporate cash flow.

2. Merchandise is being reduced by 50 per cent at Mallmart! Stores will close next Monday to allow employees time to change prices. Jerry Seinfeld may be hired to advertise the reductions.

3. Because they were under pressure, the corporate directors hired a new executive familiar to Wall Street investors. The new executive proposed a plan to improve company income and expense within six months. We are starting to implement his new plans.

4. MBE denied wrongdoing, but it settled the suit for a surprising 6.3 million dollars. Because the company agreed not to make similar computers for the next five years, innovation in workstations may be reduced.

5. After you send us a receipt or an authorized estimate, we will send you your full refund check. This procedure helps us keep our prices low.

Gobbledygook

1. Still waters run deep.
2. Don't cry over spilt milk.
3. A rolling stone gathers no moss.
4. Live and learn.

Reading Comprehension

Objectives

1. To check for reading comprehension in job-related material.

Procedures

1. Students will read material.

2. Students will answer questions on vocabulary and meaning.

Education History

Last School Attended/Name and Address	Last Year Completed	Did you graduate?
High School		
Technical School		
College(s)		

List Office Skills
- Typing ____ wpm
- Shorthand ___ wpm
- Which computers, office equipment

List Industrial Skills
- Types of equipment operated
- Permits, if any
- Certificates, if any

Read the following conditions carefully and sign to indicate your agreement:

I hereby certify that the information on this application is accurate. I understand that any false answers or statements or misrepresentations by omission, made by me on the application or any related document, will be sufficient for rejection of my application or for my immediate discharge should such falsifications or misrepresentations be discovered at any time after I am employed.

I hereby agree that, if so requested by the Company, and at no personal expense, I will undergo a physical examination to determine whether I am physically qualified to perform my assigned job, and I agree that the physician may disclose to the Company results of such examination. If hired, I agree to undergo physical examinations as may be requested by the Company as a requirement of my continued employment. I understand that all physical examinations may include drug and alcohol testing, and that successful completion of these examinations will be a condition of employment or continued employment.

This application does not constitute an express or implied contract. If an employment relationship is established, I understand that I have a right to terminate my employment at any time with or without cause and that the Company has the right to terminate my employment at any time with or without cause, and that this cannot be altered except by express written agreement signed by myself and an officer of the Company.

I attest that the information provided herein is true and complete to the best of my knowledge. I hereby knowingly and voluntarily authorize the Company to investigate my past record as may be necessary and I release my employers and all persons whomsoever from any and all liability from damage on account of furnishing said information.

SIGNATURE OF APPLICANT _____ DATE _____

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding $100.

Reading Comprehension

Define the following words from the job application above:

1. accurate
2. misrepresentation
3. omission
4. sufficient
5. discharge
6. disclose
7. authorize
8. prospective
9. indicate
10. attest

Answer the following questions based on the application above:

1. May the employer do drug testing?

2. Can the Company fire you without stating the reason?

3. Is this a job offer?

4. Can the Company insist on a lie detector test?

5. Where do you sign the application?

6. **Explain this phrase:** "This application does not constitute an express or implied contract."

7. **Explain this phrase:** "I release my employers and all persons whosoever from any and all liability from damage on account of furnishing said information."

8. If you graduated from high school, where do you put this information?

9. If you took two years of college, where do you put this information?

10. If you studied and received a basic welding certificate, where do you put this information?

Reading Comprehension ANSWERS

Define the following words from the job application above:

1. accurate = exact, precise, correct
2. misrepresentation = distortion, falsification, lie
3. omission = error, oversight, mistake
4. sufficient = enough
5. discharge = dismissal, release
6. disclose = reveal, tell, confess
7. authorize = consent to, allow, permit
8. prospective = likely, possible
9. indicate = show, mark, display, demonstrate
10. attest = confirm, guarantee, state the truth of

Answer the following questions based on the application above:

1. May the employer do drug testing? **yes**
2. Can the Company fire you without stating the reason? **yes**
3. Is this a job offer? **no**
4. Can the Company insist on a lie detector test? **no**
5. Where do you sign the application? **the line at the bottom saying signature of applicant**

6. **Explain this phrase:** "This application does not constitute an express or implied contract."

   It means that there is no job guaranteed by filling out this application nor any obligation on the part of the Company.

7. **Explain this phrase:** "I release my employers and all persons whosoever from any and all liability from damage on account of furnishing said information."

   It means there can be no penalty or problem for any former employer who gives out information asked for on this application; and if there is a problem, the former employer cannot be forced to pay or make good any damages.

8. If you graduated from high school, where do you put this information?
   top line under high school

9. If you took two years of college, where do you put this information?
   third space down under college

10. If you studied and received a basic welding certificate, where do you put this information?
    in spaces under "List Industrial Skills"

Technical Reading Skills

Objectives

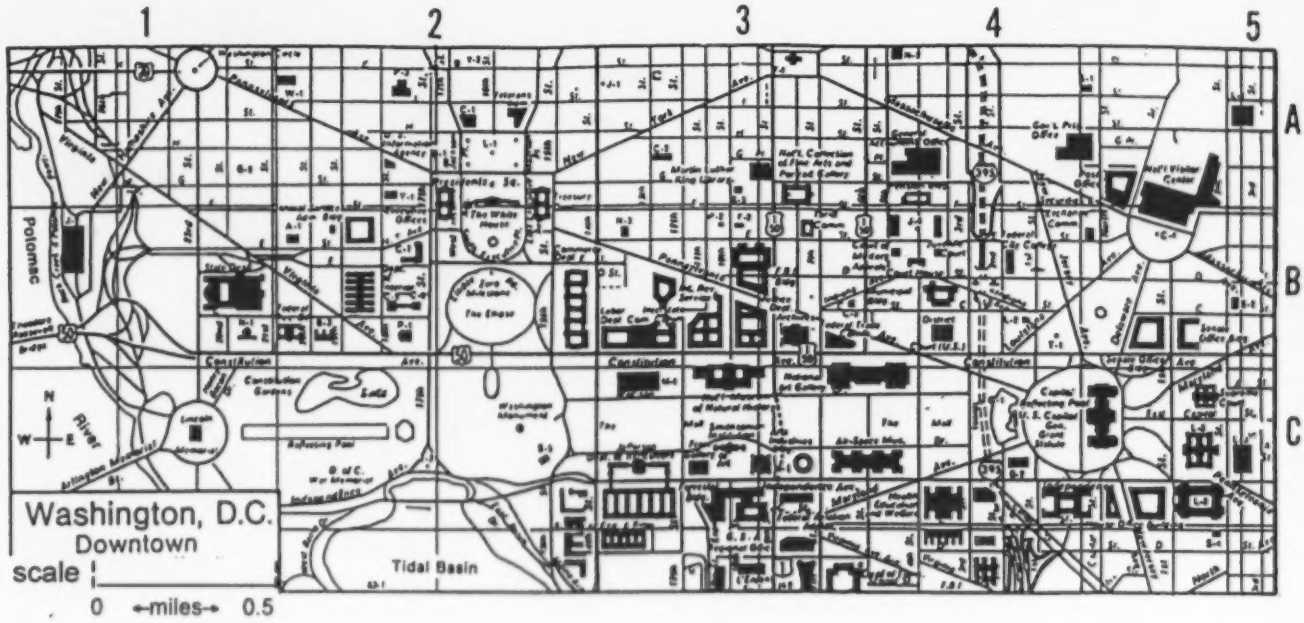
1. To remind students of rules for reading maps, charts and graphs.

2. To give students practice with such technical reading.

Procedures

1. Students will try the following exercises.

2. Students will check their answers with the instructor.



1. The above map shows the _____ area of Washington, D.C.

2. The Supreme Court (C-5) is located about 0.25 miles _____ of the U.S. Capitol Building (C-4).
(in what direction?)

3. The Lincoln Memorial is located in map section C-2: TRUE or FALSE .

4. The distance between the U.S. Capitol Building (C-4) and the White House (B-2) is about how far in miles?

5. Starting at the F.B.I. Building (B-3), walk southeast on Pennsylvania Avenue for 0.4 mile to end up near _____ .
(what building?)

6. Union Station is at the intersection of Massachusetts, Louisiana and Delaware Avenues. What is the best way to walk from the station to the National Art Gallery?

7. What is the area of grass between the Washington Monument ((C-2) and the U.S. Capitol called?

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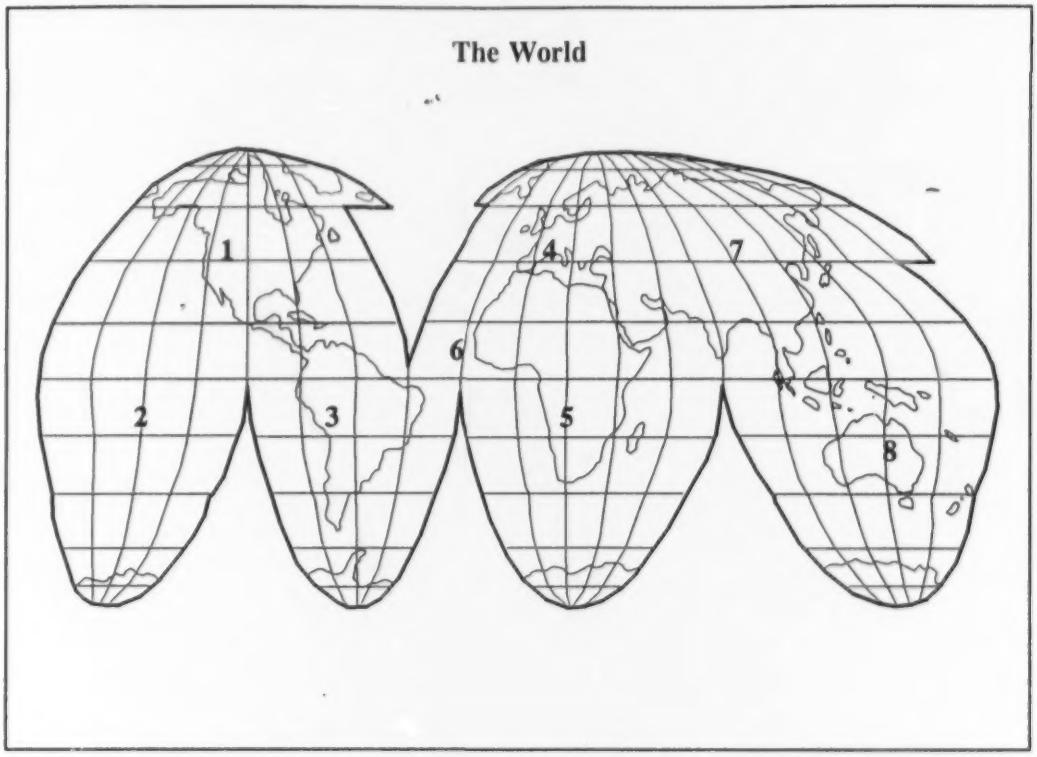


Identify numbers 1 through 8:

1.
2.
3.
4.
5.
6.
7.
8.

Answer by choosing numbers 1 through 8 from previous question, or you may draw the answer on the map:

A. Where is the U.S.?
B. Where is the Soviet Union?
C. Where is Japan?
D. Where is China?
E. Where is England?
F. Where is Brazil?
G. Where is the Nile?
H. Where is Canada?

ANSWERS for TECHNICAL READING

Map of Downtown Washington D.C.

1. downtown
2. east
3. false
4. 1¾ or 2 miles
5. U.S. District court
6. Louisiana to Constitution
7. The Mall

The World

1. North America
2. the Pacific Ocean
3. South America
4. Europe
5. Africa
6. the Atlantic Ocean
7. Asia (or the Far East or the USSR)
8. Australia

Where is the U.S. Answer 1
Where is the Soviet Union? Answer 7
Where is Japan? Answer 7
Where is China? Answer 7
Where is England? Answer 4
Where is Brazil? Answer 3
Where is the Nile? Answer 5
Where is Canada? Answer 1

ANSWERS for TECHNICAL READING

Map of Downtown Washington D.C.

1. downtown
2. east
3. false
4. 1¾ or 2 miles
5. U.S. District court
6. Louisiana to Constitution
7. The Mall

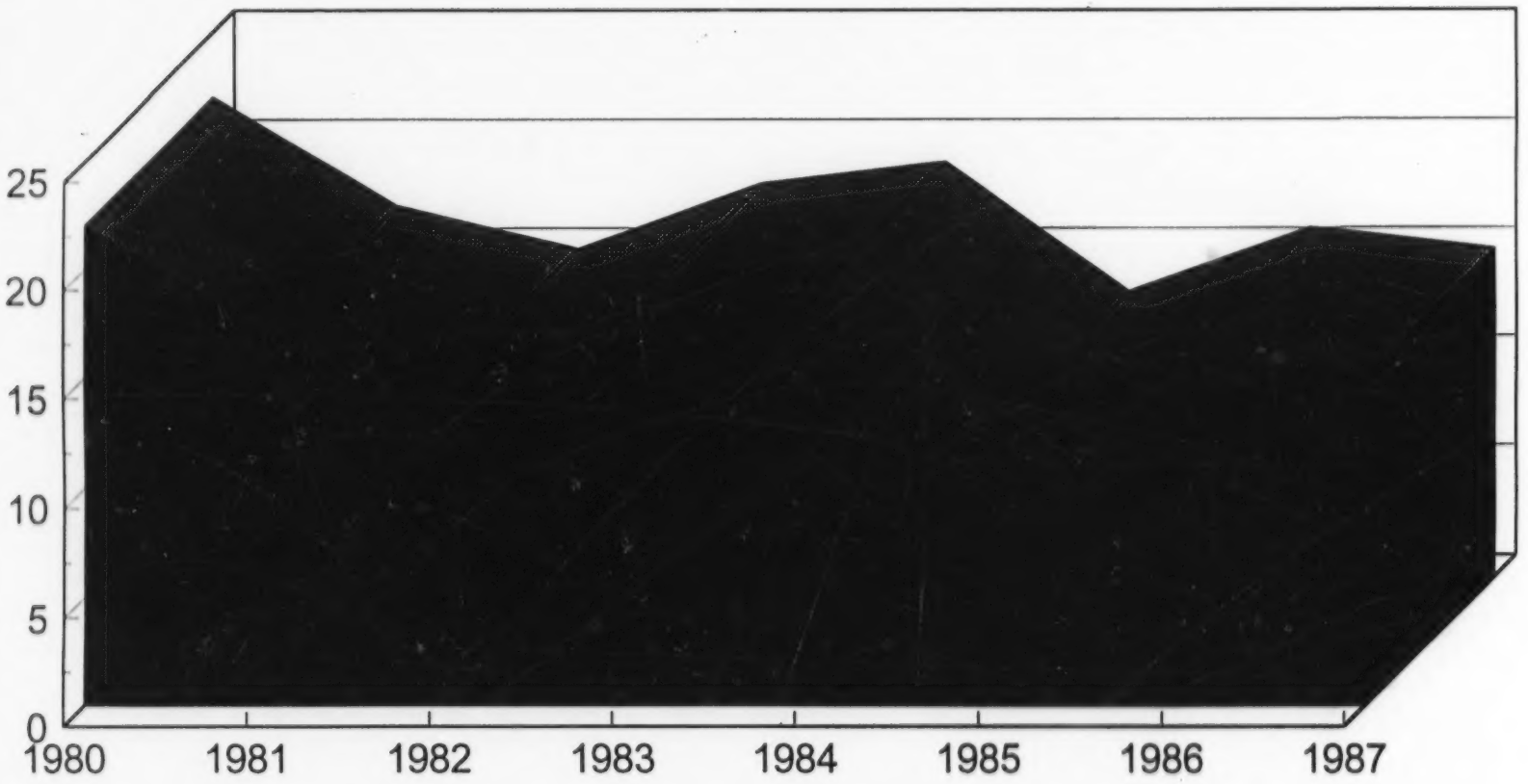
The World

1. North America
2. the Pacific Ocean
3. South America
4. Europe
5. Africa
6. the Atlantic Ocean
7. Asia (or the Far East or the USSR)
8. Australia

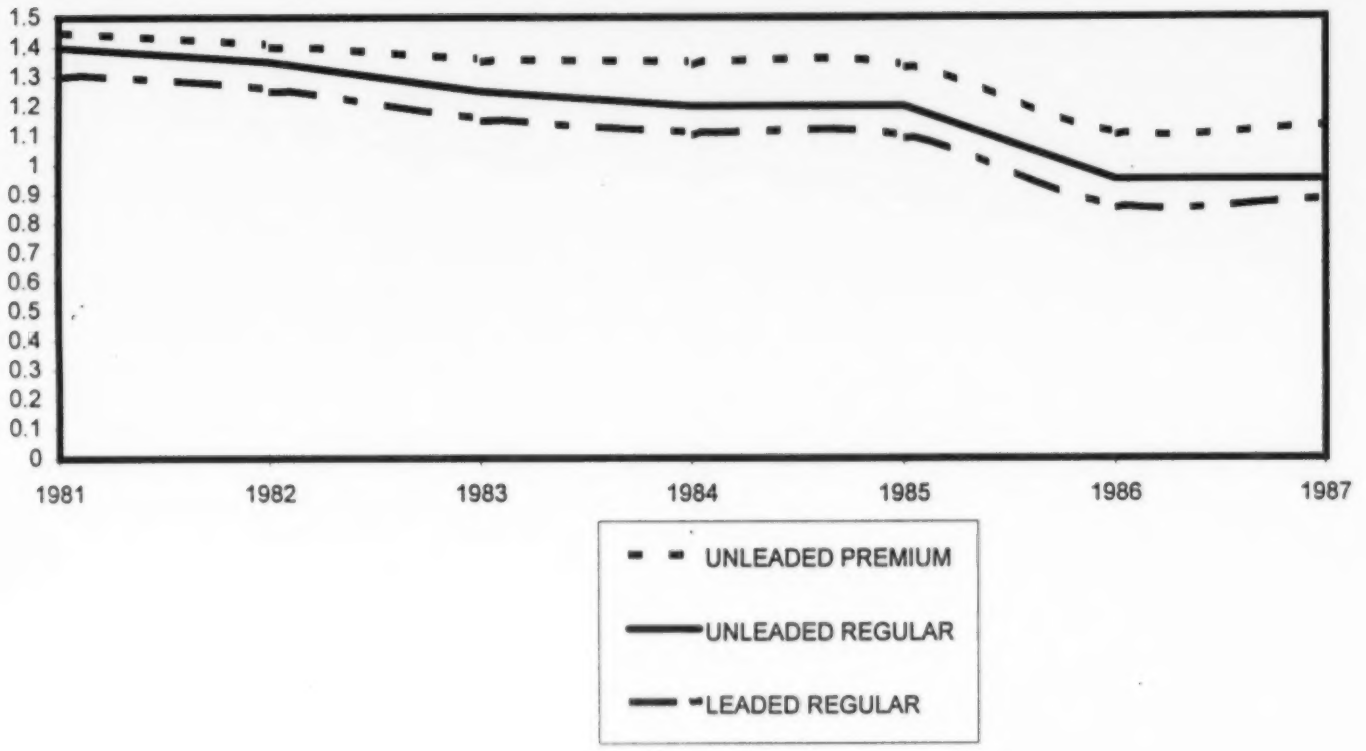
Where is the U.S. Answer 1
Where is the Soviet Union? Answer 7
Where is Japan? Answer 7
Where is China? Answer 7
Where is England? Answer 4
Where is Brazil? Answer 3
Where is the Nile? Answer 5
Where is Canada? Answer 1

AVERAGE PRICE OF RAW SUGAR

(CENTS PER POUND)



AVERAGE FUEL PRICES
(Dollars and Cents per Gallon)



QUESTIONS FOR GRAPHS

Graph on sugar

1. What kind of sugar is shown on the graph?
2. What years are covered by the graph?
3. What do the numbers on the left side of the graph represent?
4. What is the measurement shown here for a pound of sugar?
5. In 1986, would 100 pounds of sugar have cost $1,600?
6. Between what two years did the price of sugar fall the most, according to this graph?
7. The difference between the highest and lowest prices for sugar shown on this graph was approximately how much?
8. If you were a sugar manufacturer, what would you have said about the price of sugar in 1982 compared to what you said about the price of sugar in 1984?
9. What can you say about the trend in sugar prices for the late 1980's?
10. What happened to the cost of manufacturing sugared products between 1984 and 1985?

Graph on fuel

1. What kind of gas is the solid black line?
2. What measurement is being used for fuel prices on this graph?
3. How many years are covered by this graph?
4. What general trend is shown by this graph?
5. How does the price of leaded compare to the price of unleaded?
6. Was the price of a gallon of unleaded more than a dollar in 1987?
7. Between 1981 and 1987 the price of fuels dropped 50¢ on average.
8. Between 1984 and 1985 the price of fuel did what?
9. Between 1981 and 1987, fuel prices dropped most dramatically from 1985 to 1986.
10. From this graph, we can say that fuel prices in the late 1980's _____ .

QUESTIONS FOR GRAPHS
ANSWERS

Graph on sugar

1. What kind of sugar is shown on the graph? **raw**
2. What years are covered by the graph? **1980-1987**
3. What do the numbers on the left side of the graph represent? **cents per pound of raw sugar**
4. What is the maximum possible here for a pound of sugar? **25¢**
5. In 1986, would 100 pounds of sugar have cost $1,600? no, $16.00
6. Between what two years did the price of sugar fall the most, according to this graph? **1984-1985**
7. The difference between the highest and lowest prices for sugar shown on this graph was approximately how much? **seven cents (from about 22½ to about 15 cents)**
8. If you were a sugar manufacturer, what would you have said about the price of sugar in 1982 compared to what you said about the price of sugar in 1984? **In 1982, I would have thought the trend was down in prices, but in 1984 I would have thought the trend was up in prices.**
9. What can you say about the trend in sugar prices for the late 1980's? **nothing because the information is not available from this graph and prices keep fluctuating up and down**
10. What happened to the cost of manufacturing sugared products between 1984 and 1985? **the cost of manufacturing fell in that year**

Graph on fuel

1. What kind of gas does the solid black line represent? **unleaded regular**
2. What measurement is being used for fuel prices on this graph? **dollars and cents**
3. How many years are covered by this graph? **six (not seven, information is not given for 1987)**
4. What general trend is shown by this graph? **falling fuel prices during these years**
5. How does the price of leaded compare to the price of unleaded? **it is always higher**
6. Was the price of a gallon of unleaded more than a dollar in 1987? **no**
7. Between 1981 and 1987 the price of fuels dropped 50¢ on average. **no**
8. Between 1984 and 1985 the price of fuel did what? **stayed the same**
9. Between 1981 and 1987, fuel prices dropped most dramatically from 1985 to 1986. **yes**
10. From this graph, we can say that fuel prices in the late 1980's **may be declining but not certain** .